



**MINUTES - OPEN SESSION MEETING  
SAINT JOHN BOARD OF POLICE COMMISSIONERS  
APRIL 11, 2023 – 5:20 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

**PRESENT**

**Commissioners**

Tamara Kelly  
Katelin Dean  
Maike White  
Greg Norton  
Charles Bryant

**Absent**

Michael Costello  
Donna Reardon

**Staff**

Robert Bruce, Chief of Police  
Honey Dwyer, Deputy Chief of Police  
Douglas A.M. Evans, KC, Legal Counsel  
Frank Szalai, Senior Financial Manager  
Stephanie Hanlon, Human Resource Manager  
Daphne Waye, Recording Secretary

**1. Call to Order**

**1.1 Remarks from the Vice Chair**

Chair Kelly welcomed everyone to the Saint John Board of Police Commissioners' April 11, 2023, Open Session meeting and called the meeting to order. She reminded those in attendance that the meeting was being recorded in compliance with the Privacy Policy.

Chair Kelly asked Chief Bruce to pass along to the respective police forces of Surete du Quebec (SQ) and Strathcona RCMP the Saint John Board of Police Commissioners' heartfelt condolences and sympathies for their respective recent tragic fatalities. Commissioner Norton asked the board to take a moment of silence.

Chair Kelly mentioned the positive coverage by the CBC around Chief Bruce's recent interview "Police chief says root causes need to be addressed to lower crime rates"  
<https://www.cbc.ca/listen/live-radio/1-28/clip/15976094>

## 2. Approval of Minutes

### 2.1 March 14, 2023, Minutes

Moved by Secretary White, seconded by Vice Chair Dean:

***RESOLVED, that the Open Session minutes of March 14, 2023, be approved. (O2304-01)***

MOTION CARRIED UNANIMOUSLY

## 3. Adoption of Agenda

### 3.1 April 11, 2023, Agenda

Moved by Vice Chair Dean, seconded by Secretary White:

***RESOLVED, that the agenda for April 11, 2023, be adopted. (O2304-02)***

MOTION CARRIED UNANIMOUSLY

## 4. Disclosure of Conflict of Interest

## 5. Consent Agenda

## 6. Delegations / Presentations

### 6.1 Saint John Police Force - 2022 Annual Report

Chief Bruce stated that it was his pleasure to present the annual report of the Saint John Police to the board. In the report, they focused on community engagement over the past year. Their commitment to the community is reflected in the various initiatives they have taken, including special traffic campaigns, foot patrols, Coffee with a Cop, Holiday in a Box, Neighbourhood Officers introduced back into priority neighbourhoods and the creation of the Chief's Community Action Group working on a collaborative approach to addressing substance use, homelessness, mental health, youth issues and discharge planning. They have also launched their new sponsorship program with the Atlantic Police Academy aimed at recruiting members from our own community with no police experience to be trained in PEI and return to work for the Saint John Police.

The mission of the police force is "Together a safe, secure, healthy community". This mission is supported by their values of Leadership, Accountability, Professionalism,

Inclusiveness, Integrity, Valour. Their team of dedicated officers have worked hard to ensure that their mission and values are evident in their community engagement initiatives in order to strengthen the bonds between the Saint John Police and the community.

They are working to ensure that their community remains safe and secure, while also providing support and resources to those who need it. They hope that the report reflects their commitment to their mission and values and that it encourages the community members to continue to work together and collaborate with each other and the police force for a better future. The actionable difference they make today will have far-reaching positive impacts on their community now and in the future.

Moved by Commissioner Bryant, seconded by Secretary White:

***RESOLVED, that the Saint John Board of Police Commissioners approve the Saint John Police Force - 2022 Annual Report and forward a copy to the Common Clerk at the City of Saint John in compliance with items 5.0 (1) and 6.0 (3) of the ABC Reporting Policy (No. FAS-022). (O2304-03)***

## **7. Consideration of Issues Separated from Consent Agenda**

## **8. General Correspondence**

### **8.1 Internal Monthly Report / March 2023**

Chief Bruce reported that during the month of March there were zero (0) complaints, zero (0) complimentary correspondences and two (2) grievances.

Moved by Secretary White, seconded by Vice Chair Dean:

***RESOLVED, that the Internal Monthly Report / March 2023 be received and filed. (O2304-04)***

MOTION CARRIED UNANIMOUSLY

### **8.2 SJBPC Operating Budget / March 31, 2023**

Frank Szalai, Senior Financial Manager reported that the Police Commission's March 31, 2023, unaudited preliminary operating budget results show a surplus of \$9,299 year to date.

Overall wages and benefits are over budget by \$184 and goods and services are under budget by \$9,484 year to date. General services are under budget due to timing differences, the expectation is to receive costs against those budget items in the coming weeks.

Moved by Secretary White, seconded by Vice Chair Dean:

***RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of March 31, 2023, be received and filed as presented. (O2304-05)***

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget / March 31, 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited March 31, 2023, operating budget results show a surplus of \$501,711 for the year.

Overall wages and benefits are under budget by \$183,913 and can be largely attributed to vacancies.

Goods and services are under budget by \$317,799 due to a variety of factors. Wage recoveries from WorkSafe NB were received in 2023 related to 2022 activities and the amount YTD is substantial at \$193,926, these expense reimbursements were not budgeted for, due to the nature of the items. There are some internal charges that are delayed (fleet and fleet maintenance related), creating favourable differences that are only temporary. Lastly, the Imprest Fund is showing unfavourable variance versus budget, this is due to an internal process change causing an unfavourable difference, which is temporary.

Revenue is anticipated to be on budget for 2023.

Moved by Vice Chair Dean, seconded by Secretary White:

***RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of March 31, 2023, be received and filed as presented. (O2304-06)***

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget / March 31, 2023

Frank Szalai, Senior Financial Manager reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of March 31, 2023, shows a surplus of \$5,800 year to date.

Overall wages and benefits are under budget by \$28,504 and goods and services are over budget by \$22,704 year to date.

Lack of employees are driving the surplus in wages, and it is a result of challenges related to recruitment; the favourable impact is temporary. Also, the lack of employees is driving overtime costs higher than budget but the net impact for salary related costs is favourable YTD.

Timing of expenses are the main driving factor behind the unfavourable variances versus budget in the goods and services category, the annual ERP (Enterprise Resource Planning) maintenance costs were incurred in February instead of the budgeted June period. Meals are also higher than budget, this is in relation to overtime, there is an unfavourable variance of \$4,796 in meals in PSCC YTD as of March.

Revenue is anticipated to be on budget for year end.

Moved by Secretary White, seconded by Vice Chair Dean:

***RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of March 31, 2023, be received and filed as presented. (O2304-07)***

MOTION CARRIED UNANIMOUSLY

#### 8.5 Highlights of Monthly Activity Report / March 2023

Chief Bruce went through the following information contained in the February report.

Activity	March 2023	YTD – 2023	YTD - 2022
Calls for Service – PSCC ( <i>processed by the PSCC for the SJPF only</i> )	4,771	13,802	12,326
Incident Reports ( <i>police files generated</i> )	652	1,932	1,779
Violent Crimes ( <i>Assault, Robbery, Weapons Offences, Threats</i> )	111	306	244
Property Crimes ( <i>Thefts, Break &amp; Enter, Possession of Stolen Property, Mischief</i> )	207	537	473
Mental Health Act	23	80	76
Mental Health <i>RELATED</i> Calls for Service ( <i>Incidents related to or caused by mental health issues</i> )	163	503	511
Arrests	105	296	333
Impaired Driving	4	20	23
Motor Vehicle Accidents	156	475	506
Citations (POPA)	86	325	332
Training	1,281	2,857	1,363
Auxiliary	157.5	324.5	54.5
Alternative Response Unit	355	994	1,376

Moved by Vice Chair Dean, seconded by Secretary White:

***RESOLVED, that the Highlights of Monthly Activity Report / March 2023 be received and filed. (O2304-08)***

MOTION CARRIED UNANIMOUSLY

## 9. New Business

Chief Bruce mentioned the New Brunswick Municipal / RCMP Leadership Exchange Program, which is a collaboration between municipal and RCMP to assist in the development and preparation of future police leaders. This program provides an opportunity for current and future leaders to accelerate their development as it relates to competencies, skills, and perspective from another lens (i.e., operational tempo, diversity of calls for service, resources, mission execution and varying degrees of administrative process and structure). They are extremely proud to lead this process with their great partners with the RCMP, and they are looking forward to some of their members being able to take advantage of this program at a future date.

It is his pleasure to announce A/Inspector Marie-Eve Mackenzie-Plante of the RCMP will be acting as the Commander of Support Services for the next six (6) months starting April 5, 2023. A/Inspector Mackenzie-Plante has a very diverse Field and Criminal Operations background and comes to them from Codiac RCMP. He added that he looks forward to her being part of their Command Team and serving their members and the community with her expertise, experience, and enthusiasm.

## 10. Adjournment

Moved by Commissioner Bryant, seconded by Secretary White:

***RESOLVED, that the Saint John Board of Police Commissioners April 11th, 2023, Open Session meeting be adjourned. (O2304-09)***

MOTION CARRIED UNANIMOUSLY

***The Chair declared the meeting adjourned at 6:00 p.m.***

Chair Tamara Kelly

Secretary Maike White